

Instructions for 2005 Budget Submissions

**Guidelines for preparing Agency Budget Request Brief Summaries
For amendments to the 2004-2006 biennial budget**



**Office of the Governor
September 2004**

The first step to developing the Governor's proposed amendments to the 2004-2006 biennial budget adopted by the 2004 General Assembly is to provide your Secretary with a prioritized list of your proposed requests. These budget request briefs must be submitted electronically to your Secretary no later than **September 24, 2004**, using the attached "Agency Budget Request Brief Summary," Form ABRBS. The Form ABRBS summarizes your proposed amendments.

In the Form ABRBS, please list each of your requests in priority order and include a short title of the request and a brief explanation or rationale for the request. In the last two columns, include the biennial general fund and nongeneral fund dollars associated with the request. If the request is language only, enter "language only" in these columns. Be sure and total your requests in the Total area of the form.

An "amendment" is a proposal to modify your agency's 2004-2006 legislative appropriation or to modify language in the 2004 Appropriation Act. Generally, amendments in a short session are limited to one of the following.

- Emergencies
- Mandates
- Prior commitments
- Long-term savings
- Cost adjustments
- Technical adjustments
- Supplements to capital outlay projects already funded

Your Secretary will provide you direction by October 1 on which request will need a detailed submission to go to the Department of Planning and Budget (DPB).

A brief calendar of key budget development dates follows:

<i>Date</i>	<i>Action</i>
September 24	Agencies submit list of funding issues to their secretary
October 1	Secretaries provide guidance on which requests to need detailed submission
October 13	Detailed budget submissions due to DPB from agencies
December 17	Governor submits proposed amendments to the 2004-2006 budget to the General Assembly
January 12	2005 General Assembly convenes

2005 Agency Budget Request Brief Summary

Form ABRBS

(Submit to the Secretary)

Agency: _____

Priority	Short Title	Explanation of Rationale for Request	Biennial GF \$ (Dollars in Millions)	Biennial NGF \$ (Dollars in Millions)
	Total			

Insert additional rows as needed.